

JUNIOR PROMOTION (MD)

Application Checklist

This document is for site/program administrator use only. Not for submission.

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| **Candidate Name:** | | | |
| The following documents are required**:** | | | |
|  | **CHECKLIST** | |  |
| 1 | **Online Application form (with documents attached)** | | 🞏 |
| 2 | **Letter(s) of Support**:  From the Family Physician-In-Chief or approved DFCM Program Director.  For EM AND PC applicants, there should be an additional letter of support from the Division Director. Please reference the Letter of Support Template. | | 🞏 |
| 3 | **CV** | | 🞏 |
| 4 | **Academic Position Description (Junior Promotion)** | | 🞏 |
| 5 | **Time Commitment Form (for full time faculty ONLY)** | | 🞏 |
| 6 | **2-3 INTERNAL Letters of Reference**  \*To be solicited by administrator/Chief. Please consult our template. | | 🞏 |
| 7 | **Teaching Philosophy Statement** | | 🞏 |
| 8 | **Teaching Dossier** | | 🞏 |
| 9 | **Teaching Data Summary Table** | |  |
| 10 | **Teaching Evaluations** | | 🞏 |
| 11 | **Publications (if applicable)** | | 🞏 |
| 14 | **Professional Development Plan** | | 🞏 |
| 15 | **Profile Form** | | 🞏 |
| 12 | ***For sustained commitment in Research, ADD:***   * **Research statement** * **Research dossier** * **Publications** | | 🞏 |
| 13 | ***For sustained commitment in Creative Professional Activity (CPA), ADD:***   * **CPA statement** * **CPA dossier** | | 🞏 |
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| **Combine the items above into 2 separate PDF documents**  using the following naming conventions: | | | |
| **1. “Last\_First\_JrPromotion\_MonthYear.pdf”**  Ie. “Smith\_John\_JrPromotion\_January2018”  *Including (in order):*   1. Letter of Support 2. CV 3. Academic Position Description   (Junior Promotion)   1. Time Commitment Form   (for full-time faculty only)   1. 2-3 Internal Reference Letters 2. Teaching Philosophy Statement 3. Teaching Dossier 4. Teaching Data Summary Table 5. Teaching Evaluations 6. Copy of Publications (if applicable)   If going forward under the category of sustained commitment in **Research, include t**he following:   1. Research Statement 2. Research Dossier 3. Publications   If going forward under the category of sustained commitment in **Creative Professional Activity,** **include** the following:   1. CPA Statement 2. CPA Dossier | | **2.**  **“Last\_First\_PDP\_Profile.pdf”**  **Ie. “Smith\_John\_PDP\_Profile”**  *Including (in order):*   1. Professional Development Plan 2. Profile Form | |
| **Submit the complete application package online, with (2) separate PDF**  **documents attached:**  <https://documents.med.utoronto.ca/webforms/clinical> | | | |
| **Questions?** Email Sarah Letovsky, Academic Promotions Coordinator, DFCM: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca) | | | |

Created: October 2020